

COMPANY/BRANCH CHANGE OF NAME AND/OR ADDRESS FORM

INSTRUCTIONS

- Complete this form online and print it for submission OR print the form and complete it in black or blue ink.
- Submit **\$25** transfer fee for **each** company, branch, broker, and salesperson registered to this company.
(EXAMPLE: Company+1 Broker+2 Salespersons = 4 x \$25 for a total fee of \$100).
- Make fees payable to the Alabama Real Estate Commission and mail, with form, to the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106 by certified or registered mail.
- Complete forms are normally processed within 3 business days. Once processed, the licenses will be available for printing by the Qualifying Broker from the Commission's website using the Company login (the company license number and the Qualifying Broker's personal information).

Pursuant to Section 790-X-3.01 of the Alabama Real Estate License Law, the Company/Branch named below hereby submits the following names and/or address change:

Check One: ☐ Change Company Name ☐ Change Company Address ☐ Change Both

I. OLD INFORMATION

Company/Branch License Number _____

Company and/or Branch Name (if applicable) _____

Physical Address _____

City _____

State _____ Zip _____

Mailing Address _____

City _____

State _____ Zip _____

II. NEW INFORMATION

Company and/or Branch Name (if applicable) _____

Physical Address _____

City _____

State _____ Zip _____

Mailing Address _____

City _____

State _____ Zip _____

III. CURRENT COMPANY INFORMATION

Telephone Number _____ Fax Number _____

Email _____ Website _____

Responsibility is hereby accepted for the actions covered by the Alabama Real Estate License Law of any and all salesperson and associate brokers whose licenses are issued to the company.

Print Name of Qualify Broker _____

Signature of Qualifying Broker _____ Date _____

The signature of the Qualifying Broker for the main company is required if changes are being made to a branch office.